

STAT

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

EMPLOYMENT'S OFFSITE CONFERENCE

**FROM:** [Redacted]  
Deputy Director for Employment/OP

**EXTENSION**

**NO.**

DD/A Registry  
87-1350X

**DATE**

24 June 1987

**TO:** (Officer designation, room number, and building)

**DATE**

**OFFICER'S INITIALS**

**COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED	FORWARDED
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1. ADDA  
7D18 Hqs.

JUN 25 1987

K

2.

3. *DDA Reg.*

4.

5.

6.

DDA REGISTRY

FILE 100-20

7.

8.

9.

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11.

12.

13.

14.

15.

23 June 1987

MEMORANDUM FOR: Associate Deputy Director for Administration

STAT FROM:

[redacted]  
Deputy Director for Employment

SUBJECT: Offsite Conference to Discuss FY-1988 Recruitment Requirements and Strategies

STAT 1. Employment is scheduling an offsite conference [redacted] on 30 and 31 July 1987 to discuss FY-1988 recruitment requirements. I invite you to participate in this conference where we will focus on a number of key issues relative to meeting these requirements. The agenda will include discussion of the recently submitted Directorate requirements for the coming year, along with strategies for where and how we recruit. Student programs and minority recruitment activity will also be covered.

STAT 2. A formal agenda will be provided at a later date. In the interim, please let us know if you will be able to attend by calling [redacted] no later than 10 July 1987. Confirmation by that date is necessary so that we may make final arrangements for the [redacted] facility.

STAT [redacted]

710011



14 July 1987

MEMORANDUM FOR: Attendees

FROM:



Deputy Director for Employment

SUBJECT:

Offsite Conference - 30-31 July 1987

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1. In conjunction with the end of the month offsite conference on recruitment [redacted], attached are copies of an Agenda, outlining the topics which will be covered, and a list of attendees.

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2. We plan to start immediately at 4:00 p.m. on the afternoon of the 30th, and all sessions will be held at the [redacted] Building. If you have advised us you are spending the night, the guard at the gate will have instructions for your accommodations.

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3. If in the interim you have any questions, please contact [redacted]

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A G E N D A

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[ ] CONFERENCE

FY-1988 Recruitment Requirements

30 & 31 July 1987

ARRIVE 3:30 30 July

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4:00 - 5:00 - OVERVIEW - [ ] - Why we are here;  
(What will be discussed)

5:00 - 5:30 - HAPPY HOUR

5:30 - 6:30 - DINNER

6:30 - 9:00 - FY-1988 Requirements  
- Ceiling Limitations  
- Mix Problems  
- Directorate Requirements  
(CT, Professional & Clerical)  
- Non-Count Requirements

31 July

8:30 - 9:30 - Discussion of what's in the pipeline ("Hold Category")  
and Quota Allocations

9:30 - 10:00 - The FY-88 Processing Schedule

10:00 - 12:00 - Recruitment Strategies  
- Discussion of DMI Survey Results?  
- Component/Recruiting & RAC Tasking  
(Scheduling & Recruitment for Whole Agency)  
- Approach to Colleges  
- CT Targeting  
- Clerical Targeting

12:00 - 1:00 - LUNCH

1:00 - 3:00 - Recruitment Strategies (continued)  
- EEO Targeting  
- Advertising Strategies

3:00 - 4:00 - WRAP-UP

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